

CHAPTER 5

SUPPLY AND LOGISTICS

In every imaging facility, someone is in charge of ordering and maintaining supplies. Large imaging facilities have an Aviation Storekeeper (AK) assigned to manage supplies and equipment. In small imaging facilities and aboard ship, you may be assigned this responsibility as the division supply petty officer. Many Sailors are afraid of the Navy Supply System at first. This is understandable since it is such a large system. What is even more astonishing is that it is only part of an enormous supply system that includes all of the U.S. government and even provides services to Allied Military Forces in NATO. Obtaining the supplies you need from a system such as this is not easy. This chapter provides you with some information and insight into the supply system so you can approach it with confidence. As a first step, you must know the various sources from which supplies are procured.

THE SOURCE

The Federal Government attempts to "buy American" whenever possible. The supplies you order are made under contract, purchased in wholesale lots, and are sometimes bought as individual pieces by various government agencies including the Navy. When ordering supplies, you tap into this vast reservoir of materials. The Navy Supply System draws on its own resources, the resources of other U.S. government services, or on the resources of U.S. government civilian agencies to fill your order. The supply system must catalog every item available from the government to accomplish this.

As a Photographer's Mate, you must become familiar with the Naval Supply Systems Command (NAVSUPSYSCOM). This command manages the inventories of the types of supplies you use the most. Navy inventory managers are responsible for assigned groups or categories of items of supply. Navy inventory managers include the systems commands and also project managers, bureaus, offices, and inventory control points (ICPs) under the command of NAVSUPSYSCOM. They are stocked at locations close by to ensure supplies are readily available to the fleet.

STOCK POINTS

Stock points consist of Fleet and Industrial Supply Centers (FISCs). The mission of these activities is to furnish supply support to fleet units, shore activities, transient ships, and overseas bases. They do this by procuring, receiving, storing, issuing, and shipping or making other distribution of Navy, Defense Logistics Agency (DLA), and General Services Administration (GSA) controlled materials. The Defense Logistics Agency manages supply items used commonly by each of the military services. The following activities are stock points for the Navy Supply System:

FISC Norfolk
FISC Oakland
FISC Pearl Harbor
FISC Puget Sound
FISC San Diego
FISC Guam
FISC Yokosuka
FISC Jacksonville
FISC Pensacola

The following scenario will provide you with some insight on methods used by inventory managers and stock points to fill a supply order (fig. 5-1):

1. USS *Chance* submits a requisition to FISC San Diego for a piece of equipment.
2. FISC San Diego receives the requisition from USS *Chance*, reviews their records, and determines that the item is not stocked at the center. FISC San Diego then refers the requisition to NAVSUPSYSCOM.
3. NAVSUPSYSCOM receives a requisition referral from FISC San Diego, reviews their master records, and determines that the equipment is stocked and available at FISC Oakland. NAVSUPSYSCOM refers the requisition to them.
4. FISC Oakland receives a requisition referral from NAVSUPSYSCOM and issues the item to USS *Chance*.

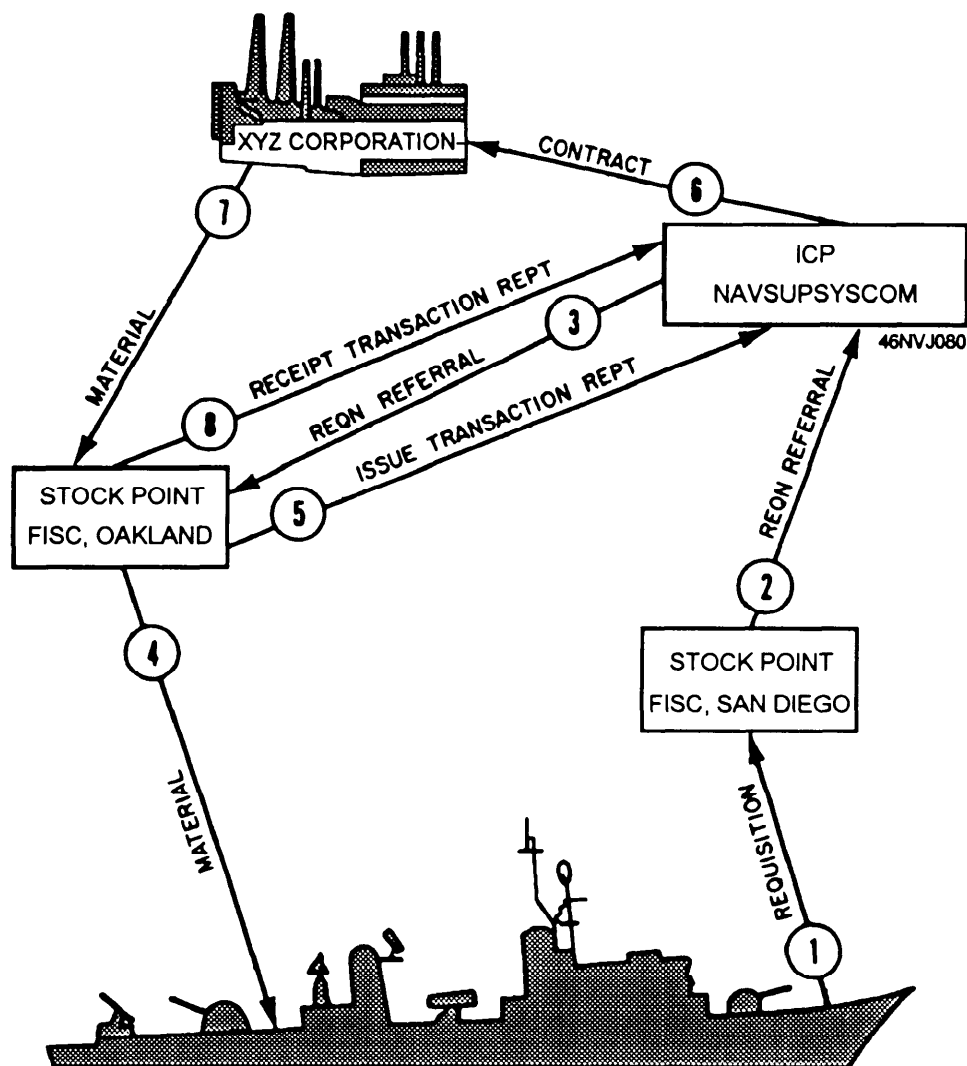


Figure 5-1.—Typical requisition request.

5. FISC Oakland makes an issue transaction report to NAVSUPSYSCOM.

6. NAVSUPSYSCOM applies the issue reports to its master record and certifies that the stock of this equipment at FISC Oakland is below the required level. NAVSUPSYSCOM then issues a contract to the XYZ Corporation to replenish FISC Oakland's stock.

7. XYZ Corporation ships the equipment to FISC Oakland.

8. FISC Oakland makes a receipt transaction report to NAVSUPSYSCOM.

GENERAL SERVICES ADMINISTRATION

The General Services Administration (GSA), though not a part of the Department of Defense, does furnish some materials and services to the Armed

Forces. It is responsible for supporting all Federal agencies.

GSA maintains stock points at several locations throughout the country. It also has open-end contracts with major suppliers for such items as typewriters, adding machines, and calculators. A good portion of the Navy's administrative supplies and equipment is procured from this source.

The GSA makes contracts with many manufacturers to buy at an agreed upon price. Most materials used by Navy imaging facilities are on the "GSA Schedule." This means that a local store, carrying material you need, may sell it to you at the established GSA price. However, material that is stocked by the Navy must be ordered from the Navy Supply System. Prices vary between the two systems; sometimes you will pay more for goods when ordering

from Navy stock than you would pay through the GSA Schedule. The GSA "government prices" are generally 20 percent or more below the retail selling price. However, you must "buy Navy" first.

SUPPLY CATALOGS

There are over four million types of supply items in the Department of Defense Supply System. The Navy Supply System alone stocks over one million items. So you may have access to the entire resources of the government, a common language has been developed—the Federal Catalog System.

FEDERAL CATALOG SYSTEM

The Defense Logistics Agency (DLA) administers the Federal Catalog System that encompasses all items carried by the Department of Defense and the civil agencies of the Federal Government. Once an item is cataloged properly, this information is used for all supply functions related to the item from purchase to final disposal. When an item is placed in the Federal Catalog System, it is given a Federal Supply Classification (FSC) number.

FEDERAL SUPPLY CLASSIFICATION SYSTEM

Each item is classified in one, and only one, four-digit FSC number. The first two digits indicate the group or major division of commodities; the last two digits are the class or subdivision of commodities within a group. Presently, the FSC has 90 groups established (some are unassigned). These stock groups cover rather broad categories of material. The second two numbers, designating the class within the group, allow more specific identification. Class numbers may identify the commodities according to their physical or performance characteristics or may be based on other items in the class that are requisitioned or issued together. Classes are used to divide types of material within a stock group and create the FSC number as follows:

6710-Cameras, Motion Picture

6720-Cameras, Still Picture

6730-Projection Equipment

Group 67
Photographic
Equipment

6740-Photographic Developing and
Finishing Equipment

6750-Photographic Supplies

6760-Photographic Accessories

6770-Film, Processed

6780-Photographic Sets, Kits, and
outfits

NATIONAL STOCK NUMBER

As you can imagine, the FSC number is not enough to identify a specific supply item. After additional identification is added, a National Stock Number (NSN) is created. Figure 5-2 shows each element of an NSN in proper sequential order.

An NSN is made up of nine digits. This includes the National Codification Bureau (NCB) code and the National Item Identification Number (NIIN). These numbers identify supply items used by DoD. They are used to identify items independently, and most supply catalogs you use are arranged in NIIN order.

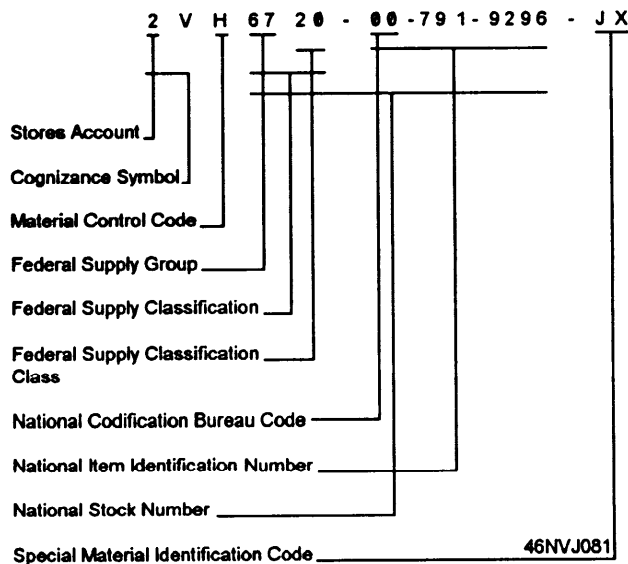


Figure 5-2.—National Stock Number.

NAVY ITEM CONTROL NUMBERS

Items of material not included in the Federal Catalog System, but stocked or monitored in the Navy Supply System, are identified by Navy Item Control Numbers (NICNs). NICNs are 13-character item identification numbers assigned by Navy inventory managers for permanent or temporary control of selected non-NSN items.

LOCAL ITEM CONTROL NUMBERS

Local item control numbers may be assigned to consumable items that are stocked locally, such as special developers and camera accessories, that are not otherwise identified (fig. 5-3). Local item control numbers consist of 13 characters. The first four numbers correspond to the FSC of similar NSN items; the fifth and sixth (NCB code area) are "LL" and the remaining seven are all numeric numbers.

Item control numbers assigned locally are authorized for local use only; for example, shipboard stock records, bin tags, issue documents, and so on. They are not used in requisitions because these item control numbers are meaningless to the supply source.

IDENTIFICATION

By now, you can see that the key to getting material from "supply" is to break the code. Once you have the NSN for an item, ordering it is easy. There are a number of methods you can use to obtain the NSN of an item. One easy method is to ensure that all your supplies are identified by their numbers. You should label the bins, place identification tags on the items, and include the NSNs on your inventory list. Then, when you start to run short, you have the NSNs at hand. Most supply petty officers use this basic method to maintain careful records of their stock items. There are times when you need a new item and not a replacement. When a new

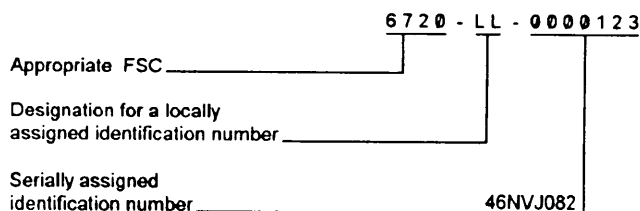


Figure 5-3.—Item control numbers assigned locally.

order is required, you must research the item to find the source.

Your local storekeepers are available to assist you. They know the system, and this can be of tremendous help to you. However, they do not know your equipment and supplies, so you will probably have to locate the specific item you want in the catalogs.

A word of warning. The supply system is highly automated. Most foul-ups occur because the requisition is not completed properly. If you were off one digit in the stock number or use the wrong NSN, you may receive an aircraft engine instead of a typewriter.

In this case, your unit has spent its money wastefully, and a stock item is withdrawn from the supply system that may be needed by another ship or station. You also experience an unnecessary delay because the material must be reordered.

Even when replenishing supplies, you should check the current stock numbers. Normally, when a supply item becomes obsolete, the supply system automatically tills your order with the current item that replaced it. However, there are occasions when the current item is different from the original or uncertainty exists as to what you really want. Then your requisition is returned, and you have wasted time.

A number of catalogs and lists are available for you to use. When ordering replacement supplies or equipping an activity, you should use one or more of the following catalogs: the *Management List-Navy*, the *Afloat Shopping Guide*, the allowance list of your activity, the *DoD Consolidated Federal Supply Catalog*, the *Photographic Equipment List*, the *Navy Stock List*, and the *GSA Catalog*.

When you are ordering repair parts, the *Manufacturers' Manuals*, the *Illustrated Parts Breakdown*, and the *Consolidated Master Cross-Reference List* (C-MCRL), or (CRL), permit you to trace the part number provided by the manufacturer and locate the corresponding NSN.

For ordering publications and keeping the technical and administrative library up to date, you should use the *Navy Stock List of Publications and Forms*. The information that follows describes the content of the various publications and how they can be of use to you.

MANAGEMENT LIST-NAVY

The *Management List-Navy* (ML-N) is helpful when you are preparing requisitions. It lists stock items

in NIIN sequence with stock numbers, units of issue, unit prices, shelf-life codes, and other pertinent information on the items that the Navy orders. It contains a record of deleted and superseded items with appropriate phrases to indicate disposition action and what items have replaced deleted items. Figure 5-4 is a sample page of the ML-N.

AFLOAT SHOPPING GUIDE

The *Afloat Shopping Guide* (ASG) should be one of your most frequently used references. It is designed to assist you in identifying an NSN for those items of supply not related to a part/reference number. Descriptions and illustrations may be used to determine substitutions and applicable NSNs in the general hardware area.

The ASG is comprised of two volumes. Each volume contains descriptive data and illustrations accompanied by indices of groups or classes. There is also an alphabetic and NIIN listing of included items. The NIIN index also indicates the availability of an item from the Mobile Logistics Support Forces. Figure 5-5 is a sample page from the ASG.

DoD CONSOLIDATED FEDERAL SUPPLY CATALOG 6700IL

The *DoD Consolidated Federal Supply Catalog 6700IL* identifies FSC Class 6700 materials. This includes FSC 6750 photographic supplies stocked by the Defense General Supply Center.

PHOTOGRAPHIC EQUIPMENT LIST

The *Photographic Equipment List* (PEL) lists supporting repair parts for repairable photographic equipment. All active PELs are listed in section C-0001 of the *List of Navy Publications* issued by the Aviation Supply Office (ASO).

NAVY STOCK LIST

The part of the Navy Stock List used most frequently by Photographer’s Mates is the *Photographic Major Assemblies and Related Components and Equipment*, ASO E-6789.

This publication lists standard stock photographic materials under the control of the Aviation Supply Office. It describes the equipment and materials listed. The primary equipment is listed alphabetically by

FEDERAL SUPPLY CLASSIFICATION

NATIONAL ITEM IDENTIFICATION NUMBER

SOURCE OF SUPPLY

ACQUISITION ADVICE CODE

QUANTITY PER UNIT

PACK UNIT OF ISSUE

SHELF-LIFE CODE

REPAIRABILITY CODE

SECURITY CLASSIFICATION CODE

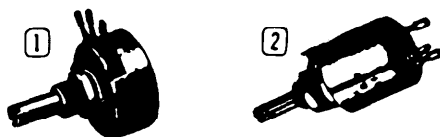
COGNIZANCE SYMBOL

MATERIAL MANAGEMENT CODE

DEMILITARIZATION CODE

FSC	NIIN	SOS	A A C	Q U P	UI	UNIT PRICE	S L C	R E P	S E C	COG	M M C	D M L	ITEM NAME
<div>46NVJ083</div>													

Figure 5-4.—Sample page from the *Management List-Navy*.



Specification Data-MIL-R-94

TYPE	TAPER	WATT'S	BUSHING SIZE	SHAFT DIA.	BODY DIM.	FIG
RV2	A	1	3/8-32	1/4	.64 x .42	1
RV2	C	1/2	3/8-32	1/4	.64 x .42	1
RV4	A	2	3/8-32	1/4	.90 x .45	1
RV4	C, F	1	3/8-32	1/4	.90 x .45	1
RV5	A	1/2	1/4-32	1/8	.75 x .37	1
RV6	A	1/2	1/4-32	1/8	.50 x .37	2
RV6	C, F	1/4	1/4-32	1/8	.50 x .37	2

1 WATT

Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type
00-815-5498	10K	RV2LAYSA 103A

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type
00-835-8870	1.5K	RV2N AYSD152A
00-577-6803	10K	AYSD103A
00-964-6059*	10K	BYSD103A
00-853-0798	100K	AYSD104A

*With SPST switch.

2 WATT

Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type
00-681-8688	50	RV4LAYSA 500A
00-503-5984	100	101A
00-503-6218	250	251A
00-539-4897	500	501A
00-646-5958	1K	102A
00-539-2567	2.5K	252A
00-539-2479	5K	502A
00-518-5595	10K	103A
00-501-7314	25K	253A
00-501-5184	50K	503A
00-665-4992	100K	104A
00-552-2093	250K	254A
00-518-5593	500K	504A
00-518-5609	1MEG	105A
00-552-5487	5MEG	505A

Locking bushing, 7/8 in. lg shaft.

	Ohms	Mil Type
00-577-3717	2.5K	RV4LAYSD 252A
00-577-3645	25K	253A
00-556-3042	100K	104A
00-023-7931	1MEG	105A

Standard bushing, 1/2 in. lg shaft.

	Ohms	Mil Type
00-542-8046	1K	RV4NAYSB 102A
00-646-5957	10K	103A
00-646-5981	25K	253A
00-643-6284	50K	503A
00-542-8048	100K	104A
00-542-8051	1MEG	105A

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type
00-556-3041	100	RV4NAYSD 101A
00-552-2859	500	501A
00-552-5478	1K	102A
00-577-9976*	1K	
00-539-5013	2.5K	252A
00-643-5626	5K	502A
00-578-4471	7.5K	752A
00-556-3350	10K	103A
00-552-5479	15K	153A
00-539-1559	25K	253A
00-539-4900	50K	503A
00-644-6693	100K	104A
00-552-5476	250K	254A
00-893-9499	500K	504A
00-501-7307	1.5MEG	155A
00-655-3312	2MEG	205A

*With SPST switch, MIL Spec type RV4NBYSD102A.

Standard bushing, 1-1/4 in. lg shaft.

	Ohms	Mil Type
00-811-1750	2.5K	RV4NAYSG 252A

Standard bushing, 2-1/2 in. lg shaft.

	Ohms	Mil Type
00-539-4999	100	RV4NAYSK 101A
00-539-2568	250	251A
00-557-4637	500	501A
00-500-7588	1K	102A
00-542-8724	2.5K	252A
00-666-1036	5K	502A
00-665-5095	10K	103A
00-581-2846*	10K	
00-500-7879	25K	253A
00-542-8744	50K	503A
00-339-4576	100K	104A
00-539-4578	250K	254A
00-539-4998	500K	504A
00-552-2254	1MEG	105A

*With SPST switch, MIL Spec type RV4NBYSK103A

C TAPER

1/4 WATT

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type
00-802-7951	5K	RV5NAYSD 502C
00-851-5648	5K	RV6NAYSD 502C
00-954-4038	10K	103C

1 WATT

Locking bushing, 7/8 in. lg shaft.

	Ohms	Mil Type
00-578-9051	1MEG	RV4LAYSA 105C

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type
00-681-6172	500	RV4NAYSD 501C
00-552-3480	10K	103C

Standard bushing, 7/8 in. lg. (Shaft and panel sealed.)

	Ohms	Mil Type
00-542-9406	500	RV4SAYSD 501C

Standard bushing, 2-1/2 in. lg shaft.

	Ohms	Mil Type
00-553-9970	2.5K	RV4NAYSK 252C
00-578-4134	50K	503C

F TAPER

1/4 WATT

Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type
00-752-3377	50K	RV6LAYSA 503E

1 WATT

Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type
00-683-5996	10K	RV4LAYSA 103E

INDUSTRIAL TYPE. A taper. Fully inclosed body with 1/4 in. diameter slotted shaft and mounted by a 3/8 - 32 thread bushing.

Single section

2-1/4 Watt at 70 deg C, body dimension. 11/16 in. lg x 1-5/32 in. diameter, 1-7/16 in. lg shaft, panel sealed bushing, 3 solder lug terminals.

00-482-4992	350 OHMS	10% tol
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3 Sections

2 Watt at 70 deg C, body dimension. 1-29/32 in. lg x 1-5/32 in. diameter, 5/8 in. lg shaft, 9 solder lug terminals.

00-264-7818	2.5 meg, 2.5 meg, 20%, 25K, 10%
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46NVJ084

Figure 5-5.—Sample page from the Afloat Shopping Guide.

name. The primary equipment is followed first by its components, and second, when applicable, by related equipment and components. The name of the equipment is alphabetically arranged, and each type of specific equipment is alphanumeric by type of designation under the equipment listing or by physical characteristics when no type of designation exists.

GSA CATALOG

The General Services Administration (GSA) has inventory control over and is responsible for cataloging non-military items that are used by both military and civil agencies of the United States government. The *GSA Supply Catalog* is a handy reference for identifying consumable types of material.

The *GSA Supply Catalog* is published in four volumes. Volume 1 contains an alphabetical index. Volume 2 contains an NSN index with current prices and other ordering information and changes to volume 1. Volume 3 contains descriptions of material in a format similar to the ASG. Volume 4 is a price list for volume 3.

KODAK PUBLICATIONS

There are a number of catalogs published by the Eastman Kodak Company that lists the NSNs of imaging equipment and materials that are on the GSA schedule. One publication that may be useful to you, as a supply petty officer, is the *Commodity Oriented Procurement System (Electronic Data Interchange)*. This publication is commonly referred to as COPS or EDI.

COPS is a catalog for Kodak photographic products and other items that are available through DGSC, Richmond, Virginia. COPS/EDI is a computer-to-computer system. To use the system, you must first fill out a requisition. The requisition must then be sent to base supply or your supply department. The order must then be transmitted to DGSC. DGSC transmits your order by computer to computers at various Kodak Regional Distribution Centers. The order is sent directly to your activity in 5 days for factory-stocked items and 30-45 days for special orders.

NAVY STOCK LIST OF PUBLICATIONS AND FORMS

The *Navy Stock List of Publications and Forms*, NAVSUP P-2002, commonly referred to as the "I Cog Catalog," consists of three sections as follows:

Section I-Alphabetic/Numeric Listing of Form Numbers, Publications, Hull Numbers, Electronic Model Numbers, and Standard Subject Identification Codes for Cog II Forms.

Section II-Alphabetic Listing of Publications and Forms by Title/Nomenclature.

Section III-Numeric Listing of Publications and Form Stock Numbers followed by technical directives (by type and directive number).

Publications and Forms are sequenced together. Microfiche editions of NAVSUP P-2002 are issued quarterly; each edition reflects all current Cog 0I and II Publications and Forms. Section I and section III reflect information, such as "Canceled," "No Superseding Item," "Superseded By," and "Replaced By."

The Introduction to *Navy Stock List of Publications and Form* provides detailed information about the columnar arrangement of the stock list. Additionally, it provides the instructions for requisitioning publications and forms.

MANUFACTURERS' PART NUMBERS

When replacement parts are needed, either to repair equipment or for ready spares, you usually must know the part number assigned by the manufacturer.

Normally, the manufacturer affixes a part number on each item manufactured. This part number, coupled with knowledge of application and usage, leads to the nomenclature and National Stock Number (NSN) of the part. The part number can be verified by referencing it to the appropriate Illustrated Parts Breakdown (IPB). The NSN may be obtained by referencing a part number to the appropriate *Consolidated Master Cross-Reference List* (C-MCRL). You should remember that part numbers may be duplicated by various manufacturers; therefore, the Federal Supply Code (FSC) for manufacturers must be considered when cross-referencing a part number to an NSN.

Drawing Number

A drawing number consists of letters or numbers, or a combination of letters and numbers, that are assigned to a particular drawing for identification purposes. The activity controlling the drawing (normally the manufacturer) assigns the number conforming to their drawing numbering system. One drawing may apply to several items; thus other distinguishing information is required to identify the item on the drawing.

Drawing numbers may be used to identify microfilm that may be available on the equipment or assembly. Some large assemblies are illustrated in IPBs but are not broken down sufficiently to show identifying data for their component parts. By obtaining the drawing number of the larger item and cross-referencing it to the applicable microfilm, you can obtain sufficient identifying information for the component part.

Specification Number

A specification number is assigned to documents describing the characteristics and properties of material purchased by the Federal Government. These specifications are used by purchasing officers to ensure that all of the requirements for the material are met. Specification numbers on some support equipment are particularly useful when you are trying to procure component parts.

Nameplate

Some equipment has a nameplate attached that provides such information as the manufacturer's name or code, make or model number, serial number, size, voltage, phase, NSN, and so on. This information is particularly helpful when you are requesting material that is not subject to the Federal Catalog System.

MANUFACTURERS' INSTRUCTION BOOKS

Most equipment purchased for Navy imaging has with it an instruction book or a technical manual that is published by the manufacturer. You can often use it to help you identify specific parts, since this technical manual often includes parts lists, detailed drawings, and specifications.

ILLUSTRATED PARTS BREAKDOWN

Illustrated Parts Breakdown (IPB) publications are an important source of information, particularly for ordering specific support-equipment parts. Used properly, they provide the information necessary to identify a part number. In some cases, IPBs provide

cross-reference data that can be used when the prime item requested is not in stock.

An IPB is prepared by the manufacturer for most major items of imaging equipment and accessories. The IPB is designed to enable supply and maintenance personnel to identify and order replacement parts for equipment. Procurable assemblies and detail parts are illustrated and listed for quick identification of assemblies and their component parts. The items are arranged continuously in assembly breakdown order. The illustrations are placed as near as possible to their appropriate listing (fig. 5-6).

Although slight variations in format exist among the various IPBs, each one includes the following major sections:

The INTRODUCTION includes general information about the equipment, contents of the publication, and instructions for use. You should refer to the introduction before attempting to use an unfamiliar IPB.

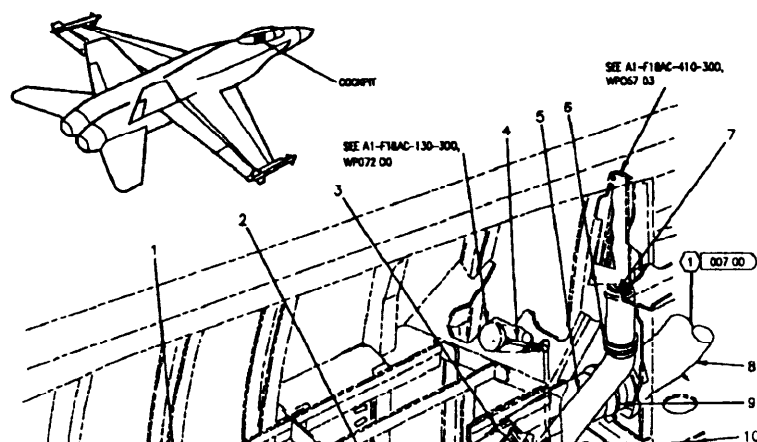
The GROUP ASSEMBLY PARTS LIST consists of a breakdown of the complete unit into major components, systems, installations, assemblies, and detail parts. Generally, parts are indexed in disassembly order. In some instances, assemblies or installations are shown in assembled form in one figure and the detail parts are illustrated in another figure.

The NUMERICAL INDEX lists part numbers in alphanumerical order, and each part number is cross-referenced to the figure and index number where it is shown. This section also shows the total quantity of each part used in the equipment, material source code, and NSN, when applicable.

The REFERENCE DESIGNATION INDEX lists, in alphanumerical order, reference designators (example: B1, J1, K7, and so on) on schematic and wiring diagrams. The index also lists part numbers and index numbers to indicate where the parts are located in the IPB.

CONSOLIDATED MASTER CROSS-REFERENCE LIST

The *Consolidated Master Cross-Reference List* (C-MCRL) is designed to provide a cross-reference from a reference number, such as a manufacturer's part number, a drawing number, a design control number, and so on, to an assigned NSN. Part I of the C-MCRL is designed to assist you in identifying items in the



A1-F18AC-PIM-000

008 00

Page 4

INDEX NO.	PART NUMBER	DESCRIPTION							UNITS PER ASSY	USE ON CODE	SM&R CODE
		1	2	3	4	5	6	7			
1	NAS673V2	COCKPIT, LEFT CENTER							1		PAOZZ
	AN960JD10L	BOLT							1		PAOZZ
2	74AB30723-1013	DUCT ASST, AIR CONDITIONING - HEATING, ACFT - LH (76301)							1	A	XBZZ
	74AB30723-1017	SEE ABOVE (76301)							1	B	XBZZ
	74AB30723-1011	SEE ABOVE (76301)							1	C	XBZZ
	74AB30723-1018	SEE ABOVE (76301)							1	D	XBZZ
3	JMA48C130408R	STRAP, RETAINING (22175) (MCDONWELL SPEC M616AD408T)							1	*	PAOZZ
	TA12C53D408R	SEE ABOVE (84971)							1	*	PAOZZ
	751-40-BHT	SEE ABOVE (83930)							1	*	PAOZZ
	751AA6-BHT	SEE ABOVE (83930)							1	*	PAOZZ
	NAS673V2	BOLT (AP)							2	G	PAOZZ
	NAS673V4	BOLT (AP)							2	H	PAOZZ
	AN960JD10LL	WASHER (AP)							2		PAOZZ
	74A314203-2007	SPACER (74301) (USE WITH INDEX 3)							1	H	PAOZZ
4	74AB00778-1005	TUBE ASSEMBLY, METAL - W2 Y229.410 (76301) (REPLACES 74AB00778-1003)							1		WGOZZ
5	74AB30724-1007	DUCT ASST, AIR CONDITIONING - HEATING, ACFT - LH SIDE (76301)							1		PBOZZ
	74AB30724-1005	SEE ABOVE (76301)							1	*	PBOZZ
	NAS673V2	BOLT (AP)							2		PAOZZ
	AN960JD10L	WASHER (AP)							2		PAOZZ
6	NS21919MCE24	CLAMP							1		PAOZZ
	NAS673V6	BOLT (AP)							1		PAOZZ
	AN960JD10LL	WASHER (AP)							1		PAOZZ
	NAS42DD6-14	SPACER (AP)							1		PAOZZ
7	NAS1922-0150-3	CLAMP							2		PAOZZ
8	74AB30717-1003	DUCT ASSEMBLY - DEFOG, Y210.75 - Y228.15 (76301)							1		XBZZ
	74AB30717-1001	SEE ABOVE (76301)							1	*	XBZZ
	NAS673V3	BOLT (AP)							2		PAOZZ
	AN960JD10LL	WASHER (AP)							2		PAOZZ
9	NAS1922-0225-3	CLAMP							1	*	PAOZZ
10	AE16340-4	ELBOW, TUBE (00624) (MCDONWELL SPEC BT7H209T4)							1	*	PAOZZ
	B443607-04	SEE ABOVE (50599)							1	*	PAOZZ
	AP341704	SEE ABOVE (01679)							1	*	PAOZZ
	TT341704	SEE ABOVE (78570)							1	*	PAOZZ
	ST7H223T4	NUT (76301) (USE WITH INDEX 10)							1		PAOZZ
	NAS1252-716L	WASHER (USE WITH INDEX 10)							1		PAOZZ
11	M25984/1-230	PACKING							1		PAOZZ
12	W901K4006	COUPLING, CLAMP, GROOVED (79324) (MCDONWELL SPEC 7H745-400) (INCLUDES SLEEVE) (SUPERSEDES 7H550-400)							1	*	PAOZZ
	14J12-40A	SEE ABOVE (24984)							1	*	PAOZZ
13	M25984/1-145	PACKING							1	E	PAOZZ
	M25984/1-230	SEE ABOVE							1	F	PAOZZ

* ALTERNATE OR EQUIVALENT PARTS.
(WFO02 00)

Figure 1. Cockpit, Left Center (Sheet 2)

46NVJ085

Figure 5-6.—Illustrated Parts Breakdown.

MCRL PART I			
REF. NO.	FSCM	RNVC	NSN
55599	62983	2	4320-00-057-0782
556	24161	2	3030-00-269-9669
556-012-001	16665	2	5950-00-237-7237
556-1137	46859	2	5841-00-323-0747
556-1182	46859	2	5365-00-323-0749
556-2332	46859	2	5305-00-433-9273
556-35-1246FW160P			
2	01351	2	3020-00-967-4607
556-3541	46859	2	5365-00-514-0363
556-3541-1	46859	2	5365-00-200-5226

MCRL PART II			
NSN	REF. NO.	FSCM	RNVC
4320-00-057-0782	55599	62983	2
5365-00-200-5226	556-3541-1	46859	2
5950-00-237-7237	556-012-001	16665	2
3030-00-269-9669	556	24161	2
5841-00-323-0747	556-1137	46859	2
5841-00-323-0749	556-1182	46859	2
5305-00-433-9273	556-2332	46859	2
5365-00-514-0363	556-3541	46859	2
3020-00-967-4607	556-35-1246FW160P		
	2	01351	2

46NVJ086

Figure 5-7.—Columns of the *Consolidated Master Cross-Reference List*, part I and part II.

supply system. Part II includes supply items that are used by all military services; therefore, many NSNs will be identified in the C-MCRL that are not listed in the *Management List-Navy* (fig. 5-7).

The information obtained in part I of the C-MCRL is shown in table 5-1.

The Reference Number Variation Code (RNVC) row indicates (by use of the numbers 1,2,3, and 9) those items that require supplementary data to identify them fully. These codes are as follows:

Code 1 —Nonidentifying—The reference number does not completely identify the item. When the reference number is cited, it must be accompanied by

additional descriptive data, such as color, length, and rating.

Code 2—Identifying—The reference number in company with the Federal Supply Code for Manufacturers (FSCM) completely and uniquely identifies the item of supply. Code 2 items may also have nonidentifying reference numbers.

Code 3—The reference number is a vendor's number or a Source Control Item.

Code 9—This code is used to indicate (1) the reference number is for information only and (2) the reference number or specification is obsolete or superseded.

Table 5-1.—Part I of the Consolidated Master Cross-Reference List

COLUMN TITLE	DATA PRINTED
Reference No.	A number, other than an activity stock number, used to identify an item of production.
Mfr. Code	The applicable manufacturer's assigned five-digit code, as listed in the <i>Cataloging Handbook</i> , H4-2.
RNVC (Reference Number Variation Code)	A code indicating whether the reference number is item-identifying or requires additional data to identify the item of supply.
National Stock No.	The NSN assigned to the reference number.

Part II of the C-MCRL presents the same data in National Item Identification Number (NIIN) sequence.

OBTAINING MATERIAL

Once you have found the stock number, you are read to requisition supplies. Most material is obtained by requisition, but purchase is used to procure non-standard material or to meet emergency requirements. The simplest form of a requisition is merely a request for material made out on the appropriate Navy form and drawn at a naval supply activity. If material must be obtained by open purchase to fill specialized needs, this also is usually handled by the local supply department or activity.

COMPUTERIZED SYSTEMS

There are different computerized systems being used at sea and on shore-based activities. The *Shipboard Uniform Automated Data Processing System*, known commonly as SUADPS, is the supply-computerized system that is used at sea. SUADPS is broken down into two subsystems: the *Shipboard Nontactical Automated Data Processing Program I*, or SNAP I, which is used on aircraft carriers, and the *Shipboard Nontactical Automated Data Processing Program II*, or SNAP II, which is used on smaller ships. The *Uniform Automated Processing System*, or UADPS, is the computerized-supply system being used on shore-based activities.

REQUISITION FORMS

There are a number of requisition forms for ordering supplies and services. The form that you should use to requisition materials depends on the

supply source, and it also depends on whether your local supply system is manual or automated.

For your requisition to be processed, it must be submitted on the correct form. The following requisition forms are the ones used most in the supply system:

1. DoD Single-Line Item Requisition System Document (*Manual*), DD Form 1348 (6-PT). This form is used in manual supply systems for purchasing standard-stock items (fig. 5-8).

2. Single-Line Item Consumption/Requisition Document (*Manual*), DD Form 1250-1 (7-PT). This form is used in manual supply systems for purchasing standard-stock items (fig. 5-9).

3. NON-USN Requisition (4491), DD Form 1250-2 (7-PT). This form is used in computerized-supply systems for purchasing open-purchase items (fig. 5-10).

4. Requisition and Invoice/Shipping Document, DD Form 1149 (Multiple Requests). This form is used as a shipping and invoice document and is included with the material being shipped. After the material is received, the original copy must be signed and returned to the sender (fig. 5-11).

When filling out the mechanical forms, use a typewriter or ball-point pen. Do not use a pencil because pencil marks smudge and cause errors during the requisition processing. When you are preparing requisitions, it is not necessary to space the entries within the "tic" marks printed on the forms, but you must get each entry inside the proper data blocks. The communication zero (Ø) is used on MILSTRIP requisitions to eliminate confusion between the numeric zero and an alphabetic "O".

DOC IDENT										ROUT IDENT										FISC										MIN										ADDN OF										QUANTITY										DOCUMENT NUMBER										REQUISITION IS FROM																																																																															
V17700										5295										0123										AOA										V17700 USS UNDERWAY CVN 82																																																																																																													
FISC NORFOLK SERVMART										AOA										V17700										5295										0123										AOA										V17700 USS UNDERWAY CVN 82																																																																																									
FUND										DISTRIBUTION										PROJECT										PRIORITY										REQ DEL DATE										STATUS DATA										REMARKS																																																																																									
SC										13										JANE B. DOE										JANE B. DOE LT SC USN										TOTAL COST LIMITATION 250.00																																																																																																													
ADVISE										67										68										69										70										71										72										73										74										75										76										77										78										79										80									

Figure 5-8.—DD Form 1348 (6-PT).

1. REQ. DATE										2. DEPT. NO.										3. URGY										4. RDO										5. LOCATION										6. SIM										7. ISSUE DATE										A. REGN QTY										B. REGN. NO.																																																																																									
3200																																																																																																																																																																									
8. NOUN NAME OR REF SYM.										9. FPR										10. APL/AEL/ACD										11. INV QTY										12. RES										13. N/C										C. OBL AMT										D. POSTED																																																																																																			
R 54054										EM01																																																																																																																																																															
14. SC										15. COG										16. MCC										17. EQUP COSAL SUPPTD										18. YES										19. NO										E. URG										F. MART																																																																																																			
G										SERVMART										LT										1										350										00										MVO										NC																																																																																																			
29. REMARKS										TOTAL COST LIMITATION 350.00										J.D. DOE LT SC USN										30. APPROVED BY:										31. RECEIVED BY:																																																																																																																																	
AOA NNZ										R 54054										3301										0426										A										NC																																																																																																																							
DOC IDENT										RTG IDENT										M & S										SVC										V/C										JUL DATE										SERIAL										D E M										S V C										SUPPL ADDRESS										S I G										FUND										DIST										PROJ										PRI										RDO										ADV									

Figure 5-9.—DD Form 1250-1 (7-PT).

Under certain circumstances, requisitions may be submitted by message or letter. Normally, requisitions are submitted on one of the forms listed previously.

To prepare and use requisition forms, you must become familiar with certain terms. You must also become familiar with the use of the forms in the *Military Standard Requisitioning and Issue Procedures* (MILSTRIP) and the *Uniform Material Movement and Issue Priority System* (UMMIPS).

MILSTRIP

The MILSTRIP system provides a "common language" for requesting and supplying material within

and among the Army, Navy, Air Force, Marine Corps, and the General Services Administration (GSA). It also explains the requisition documents that can be processed by electronic-processing equipment and contains all the information necessary to issue, ship, and account for the material requested.

Some of the terms in the "common language" of MILSTRIP are as follows:

BACK ORDER. A requisition that cannot be filled by the supply activity from current stock and is being held until additional stock is received. When the stock is received, the issue will be made.

NON-NSN REQUISITION (4491)																																																											
A. REQ. DATE 9292						B. DEPT. NO EB01						C. URGY B						D. RDO						E. LOCATION						F. <input type="checkbox"/> SM <input checked="" type="checkbox"/> NON-SM						G. ISSUE DATE						H. REQN. QTY 1						L. REQN. NO. V17700 9294-0731											
J. NOUN NAME OR REF SYM VALVE												K. FPR						L. APL/AEL/CD 883674582												M. RY QTY						N. <input type="checkbox"/> NS <input checked="" type="checkbox"/> NC						O. OBL. AMT. 235.00						P. POSTED											
JOB CONTROL NUMBER												Q. URG						R. VC						S. JSM						T. EIC						U. EQUIP COSAL SUPPLY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO						V. <input type="checkbox"/> URG <input type="checkbox"/> MART						S/R (REQN O/S) X											
V 17700												EB01						0921						IC01												OPTAR LOG X																							
DOCUMENT IDENTIFIER						ROUTING IDENTIFIER						N A S						NAVY ITEM CONTROL NUMBER (NICN) OR P-NICN												UNIT OF ISSUE						QUANTITY						DOCUMENT NUMBER																	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44																																																											
AOE						NNZ						T						0099 LD C10 9988												EA						00001						V 17700						9294						0731					
B E H A R D						SUPPLEMENTARY ADDRESS						FUND CODE						DISTRIBUTION CODE						PROJECT CODE						PRIORITY						REQUIRED DELIVERY DATE						C O O R D I N A T E						BLANK						REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)					
44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100																																																											
R						Y NEB01						A						SR						9C						EKS						06						365												235.00					
IDENTIFICATION DATA																																																											
AA MANUFACTURER'S CODE AND PART NO. 32570-6643																								CC SHIP'S POC PISTOL																																			
BB MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT (POC) Babcock Co. Seneca Falls NY																								NAME BTC																																			
DD TECH MANUAL NO. / BLUEPRINT NO.																								DIVISION EB01																																			
EE END ITEM APPLICATION HI Pressure Steam Line																								PHONE (804) 444-1601																																			
																								FF MANUFACTURER'S CATALOG IDENTIFICATION C2D3																																			
																								GG CATALOG DATE 16 March 1989												HH TECHNICAL ORDER NO. 0921LP0017755																							
																								II NAME OF ITEM REQUESTED / CIRCUIT SYMBOL NO. Valve Butterfly																																			
JJ DESCRIPTION OF ITEM REQUESTED / COMPLETE NAMEPLATE DATA FROM EXISTING UNIT																								MAKE Babcock												MODEL NO. TH01																							
																								SERIES												SERIAL NO. 6643																							
																								COLOR Bronze												SIZE 3/4"																							
KK SOURCE OF SUPPLY (Incl phone and POC if avail) Smith Valve Co. 804-442-2345																																																											
LL ACCOUNTING DATE 17041804.702D 432 B 060957 2D V17700 0092940731SR																																																											
MM REQUISITIONER (Clear text name and address) Supply Officer USS GLOVER FF1098 FPO NEW YORK 09951																								NN APPROVED BY: (Supply / Contracting / Ordering Officer) J. A. Doe NAME: J. A. Doe RANK: LT SIGNATURE: <i>J. A. Doe</i>																																			

Figure 5-10.—DD Form 1250-2 (7-PT).

SHIPPING CONTAINER TALLY															1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																																																																																																													
REQUISITION AND INVOICE / SHIPPING DOCUMENT																									Form Approved OMB No. 0704-0246 Expires Oct 31, 1991																																																																																																			
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204 Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.																									1. FROM (Include ZIP Code) R52192 USS UNDERWAY (CVN 82) FPO AE SAN FRANCISCO 12345-6789		2. TO (Include ZIP Code) N00244 FISC SAN DIEGO, CA		3. SHIP TO-MARK FOR SUPPLY OFFICER USS UNDERWAY (CVN 82) FPO AE SAN FRANCISCO 12345-6789		4. APPROPRIATIONS SYMBOL AND SUBHEAD FUND CODE NU		5. AUTHORITY OR PURPOSE		6. SIGNATURE W. T. DOOR, LT, SC, USN		7. DATE MATERIAL REQUIRED (YYMMDD) 30JAN1996		8. REQUISITION DATE 15OCT1995		9. REQUISITION NUMBER R52192-5015		10. DATE SHIPPED (YYMMDD)		11. VOUCHER NUMBER & DATE (YYMMDD)		12. MODE OF SHIPMENT		13. BILL OF LADING NUMBER		14. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO																																																																									
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>ITEM NO</th> <th>FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES</th> <th>UNIT OF ISSUE</th> <th>QUANTITY REQUESTED</th> <th>SUPPLY ACTION</th> <th>TYPE CON-TAINER</th> <th>CON-TAINER NOS</th> <th>UNIT PRICE</th> <th>TOTAL COST</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CHYRON CHARACTER GENERATOR MODEL VP2 Ser. No. 21B2982664</td> <td>EA</td> <td>0001</td> <td></td> <td></td> <td></td> <td>7025.00</td> <td>7025.00</td> </tr> <tr> <td colspan="9" style="text-align: center;">UPON RECEIPT PLEASE SEND A SIGNED COPY TO: SUPPLY OFFICER USS UNDERWAY (CVN 82) FPO AE SAN FRANCISCO 12345-6789 ATTN: CP DIVISION</td> </tr> </tbody> </table>																									ITEM NO	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES	UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CON-TAINER	CON-TAINER NOS	UNIT PRICE	TOTAL COST	1	CHYRON CHARACTER GENERATOR MODEL VP2 Ser. No. 21B2982664	EA	0001				7025.00	7025.00	UPON RECEIPT PLEASE SEND A SIGNED COPY TO: SUPPLY OFFICER USS UNDERWAY (CVN 82) FPO AE SAN FRANCISCO 12345-6789 ATTN: CP DIVISION																																																																																	
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DD Form 1149, MAR 89
S/N 0902 L F 007 7300

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
Previous editions are obsolete

46NVJ090
ORIGINAL

Figure 5-11.—DD Form 1149.

MATERIAL OBLIGATION VALIDATION (MOV) REQUEST. The MOV request is from the supply source to a requisitioner. It is to confirm that the requisitions held on back order by the supply source are comparable with those carried as outstanding by the requisitioner. It is extremely important to respond to an MOV request. If an MOV request is neglected, the items listed are to be canceled.

MATERIAL OBLIGATION VALIDATION (MOV) RESPONSE. The MOV response is a reply by the requisitioner to an MOV request from the supply source. It advises the supplier to hold a back order until supplied, cancel a back order, or reduce the item quantity listed.

CANCELLATION. A total or partial discontinuance of supply action requested by the requisitioner and confirmed by the supplier.

CHARGEABLE ACTIVITY. The activity that is charged for the cost of operation regardless of the funds used.

EXCEPTION STATUS. This is a supply action, other than issue of material, in the quantity requested.

FOLLOW-UP. An inquiry by the requisitioner to the last known holder of a requisition as to the action taken on that requisition.

FOLLOW-UP REPLY. Current status by the holder of the requisition. This is in response to a follow-up.

FORCE/ACTIVITY DESIGNATOR (F/AS). A Roman numeral designator established by each military service (or the Joint Chiefs of Staff) that relates to the military mission of the force or activity.

STANDARD DELIVERY DATE (SDD). The standard delivery date is based on the priority

designator of the requisition. It is the latest date that the supply system is expected to make delivery of the material to the requisitioner.

REQUISITIONER. The requisitioner can be any Navy activity, afloat or ashore, with a unit identification code (UIC) assigned by the *NAVCOMPT Manual*, Volume 2, Chapter 5, "Requisitioning Material from a Supply Source."

SHIPMENT STATUS. The shipment status pertains to positive advice of shipment and indicator of shipment, date and mode of shipment, and transportation control number or bill of lading number, when applicable.

STATUS CODES. Status codes are used by supply sources to furnish information on the status of requisitions to the requisitioner or consignee.

100-PERCENT SUPPLY STATUS. One-hundred-percent supply status relates to any positive or negative supply distribution decision or action at any level; that is, any action taken by the supplier including issue of material in the exact quantity requested.

You can see there is an extensive use of codes in MILSTRIP requisitioning (fig. 5-8). This is necessary because only 80 alphabetic or numeric characters (letters and numbers) can be placed on the card (this does not include the activity names shown in data blocks A and B). It is essential for you to select the correct code that conveys the proper information to the supplier. The correct codes are just as important on a requisition as the correct NSN.

UMMIPS

The Uniform Material Movement and Issue Priority System (UMMIPS) is a vital and integral part of the MILSTRIP system. MILSTRIP provides forms and procedures for requisitioning material, and UMMIPS provides the method of assigning priorities for issuing and moving material.

UMMIPS ensures that material issue requests are processed according to military IMPORTANCE and the URGENCY of needs by the requiring activity. The relative importance of completing demands for logistic system resources, such as transportation, warehousing, requisition processing, and material assets, must be identified before material can be issued and moved. The relative importance and urgency of logistic requirements are indicated by two-digit issue priority designators.

Force/Activity Designator

A Force/Activity Designator (F/AD) is a Roman numeral (I through V) that identifies and categorizes a force or activity on the basis of its military importance. The assignment of an F/AD is shown in NAVSUP P-485.

Urgency of Need Designator

The Urgency of Need Designator (UND) is an uppercase letter of the alphabet (A, B, or C) selected to indicate the relative urgency of a force or need of an activity for a required item of material. The assignment of an UND is the responsibility of the force or activity that requires the material.

UND Definition

- A. Requirement is immediate.

Without the material needed, the activity is unable to perform one or more of its primary missions.

- B. Requirement is immediate, or it is known that such requirement will occur in the immediate future.

The ability of the activity to perform one or more of its primary missions is impaired until the material is received.

- C. Requirement is routine.

Issue Priority Designator

An Issue Priority Designator (IPD) is a two-digit number (01 highest to 15 lowest). You can determine an IPD by using the table of priority designators (table 5-2).

Table 5-2.—F/AD and UND Priority Designators

F / AD AND UND ₆ PRIORITY DESIGNATORS					
URGENCY OF NEED DESIGNATOR	F / AD				
	I	II	III	IV	V
	PRIORITY DESIGNATORS				
A (UNABLE TO PERFORM)	01	02	03	07	08
B (PERFORMANCE IMPAIRED)	04	05	06	09	10
C (ROUTINE) 46NVJ091	11	12	13	14	15

For example, if your ship is assigned an F/AD of III and your requirement is of a routine nature, the priority to be assigned would be 13.

In addition to providing standardized criteria for assigning priorities, UMMIPS provides acceptable maximum processing times for use by supply activities in furnishing material. Pressing time standards and additional codes used in MILSTRIP and UMMIPS are included in NAVSUP P-485. Table 5-2 shows how the F/AD, the UND, and the IPD are assigned.

PROCUREMENT PROCEDURES

There are a number of sources of information for filling out the DD Form 1348. Several publications are available, either in your unit or your servicing supply department, to furnish specific procedures and notices regarding the supply system.

Naval Supply Systems Command Publication 437

The NAVSUP P-437 promulgates policy and procedures relative to the Military Standard Requisitioning and Issue Procedures and the Military Standard Transaction Reporting and Accounting Procedures (MILSTRIP/MILSTRAP). This publication covers MILSTRIP/MILSTRAP relative to supply system management, requisitioning ashore, inventory control, financial matters, material movement, priorities, and evaluation procedures. This publication provides forms, formats, codes, and serves as a comprehensive ready reference for those involved in the preparation or processing of MILSTRIP documents.

NAVSUP P-437 is not distributed afloat. All afloat MILSTRIP/MILSTRAP procedures are incorporated into the NAVSUP P-485.

MILSTRIP/MILSTRAP Desk Guide (NAVSUP P-409)

Since NAVSUP P-437 is a comprehensive publication, filling three 2-inch binders, the *MILSTRIP/MILSTRAP Desk Guide*, NAVSUP P-409, is published to serve as a handy reference for originating and processing MILSTRIP and MILSTRAP documents. This small booklet contains those common definitions, coding structures, and abbreviated code definitions used on a day-to-day basis.

Fleet Use of MILSTRIP (NAVSUP P-410)

NAVSUP P-410 serves the same purpose as the Desk Guide (NAVSUP P-409) and is designed for use by fleet personnel. It is also used for the purpose of indoctrination and training of fleet personnel in MILSTRIP.

SPECIAL REQUISITIONING INFORMATION

Thus far, you have learned how requisitions are prepared and submitted for routine requirements. However, not all requisitions are routine. For some, special handling or additional information is required.

Servmart and Seamart

SERVMART and SEAMART are convenient sources of material that permit the use of a single money value only (MVO) requisition to procure several stock items. SERVMART and SEAMART are located at most naval bases and ships, respectively. They are arranged in a supermarket concept.

When it is appropriate to obtain material from a SERVMART or SEAMART, an MVO, DD Form 1348, or DD Form 1250/9-1 must be prepared. Each of the following categories of material is listed on a separate form when SERVMART shopping lists (SSLs) are used:

- Consumable items
- Repair parts
- Equipage

Each SERVMART and SEAMART prepares a shopping guide to assist you in preparing requisitions. The shopping guide lists all of the items that are stocked. These guides are provided to all ships and activities in the area.

Upon receipt of an internal request, a requisition form is prepared to cover the monetary value, and the original copy of DD Form 1348 is given to the person authorized to pick up the material.

Transfers from Other Ships and Activities

Emergency requirements may be obtained from ships other than supply ships and tenders, providing the material is available and can be spared. The request

may be made on DD Form 1348 or by message. The request should contain the same information as a requisition to a supply activity except for the routing identifier, which is left blank. When the material requested is not available for issue, the requisition is returned to the originator. Ships do not hold requisitions on back order for later issue.

Forms and Publications

Forms are requisitioned on DD Form 1348 in the same manner as any other consumable material. Publications (identified by cognizance symbol 01) are not carried in a stores account and are issued without charge.

Special requisitioning instructions, approval requirements, and restrictions are indicated in the requisition restriction (RR) column of the *Navy Stock List of Forms and Publications*.

NAVSUP Form 1205 must be used to order Navy departmental directives. There is no cost for these directives. The form is preaddressed to the Aviation Supply Office (ASO) and may be placed in a window envelope for mailing after it (including the return address label) has been filled out.

Requisition Follow-up

When material or status has not been received by the standard delivery date (SDD) or the required delivery date (RDD), you should submit a follow-up to determine the shipping status. The standard delivery date is computed by adding the authorized UMMIPS delivery time to the Julian date of your requisition. The follow-up may be submitted on DD Form 1348 (2-PT).

The document identifier AF1 and the routing identifier for the last known holder of the requisition are assigned. The balance of the follow-up is identical to the original requisition unless part of the material has already been received.

When you are taking action on a requisition for urgently needed material and the SDD or RDD is past due with no follow-up status received, document identifier AT may be used instead of AF1. This tells the supply activity to process the follow-up as a requisition if they do not have the original requisition. This could preclude the need for another requisition if response to an AF1 follow-up is "no record of your requisition." On the other hand, it may also result in duplicate shipment and billing.

Requisition Cancellation

When material has been requisitioned but not received and is no longer required, you should send a cancellation request to the last known holder of the requisition. The requisition should be prepared in the same manner as a follow-up with a document identifier in the AC series. Submission of a cancellation request does not guarantee cancellation of the requisition. If the supply activity has already released or shipped the material, the requisition cannot be canceled. For this reason, you should not consider a requisition canceled until confirmation is received from the supply activity.

Open Purchase

Open-purchase actions are taken by a shore activity as a result of emergency requirements for supplies or services by purchase on the open market when all of the following conditions exist:

1. There is an immediate and urgent requirement for authorized supplies or services.
2. The supplies or services are not available at the local supply support activity.
3. Scheduled operations will not permit the time to procure supplies through the regular Navy Supply System.

The supply officer may make routine purchases of supplies and services when all of the following conditions exist:

1. The supplies or services are not available at the local supply support activity.
2. Supply department resources are sufficient to handle the additional work load involved without detrimental effects.
3. Transactions are made by an approved small-purchase method that provides for immediate delivery of the material.

Methods Of Purchase

Purchases are made by one of the following methods:

1. By purchase order for purchases of \$2,500 or less.
2. By imprest fund for cash purchases of \$150 or less (\$300 under emergency conditions).
3. By orders under indefinite delivery types of contracts.

4. By blanket purchase agreements (BPAs) negotiated by ashore activities. This type of purchase is most commonly used.

Details concerning purchases by ashore activities are provided in NAVSUP P-467.

Imprest Funds

The imprest fund is a simple and economic method of making purchases. It is both a petty cash and a revolving type of fund. The fund is reduced as purchases are made. A reimbursement voucher must be prepared at some point in time. The ship's OPTAR is charged for the amount of the reimbursement voucher, and the money is returned to the imprest fund. Most shipboard activities discourage the use of imprest funds.

STOWAGE

The supply petty officer is responsible for stowing materials properly and for protecting them from damage and deterioration while in stowage.

Photographic materials in both shipboard and shore storerooms should be arranged to do the following:

1. Ensure maximum use of available space.
2. Provide orderly stowage and ready accessibility.
3. Prevent damage to the ship, facility, or injury to personnel.
4. Reduce the possibility of material loss or damage.
5. Facilitate issues and inventories.

STOREROOM LAYOUT

Space permitting, you should adhere to the following guidelines when stowing supplies and equipment:

1. Locate heavy bulk materials in areas most convenient to hatches, doors, and material-handling equipment. This minimizes the physical effort required for loading, stowage, and breakouts.
2. Locate light bulky material in storerooms with high overhead clearances for maximum use of available space.
3. Segregate materials that are dissimilar in type or classification, such as hazardous and nonhazardous, classified and unclassified, and large and small materials.

4. Locate materials that are issued frequently as close as possible to the point of issue.

5. Locate shelf-life items (film, paper, and so on) in a readily accessible area to facilitate periodic screening.

6. Provide for aisles at least 30 inches wide between bins, racks, or cabinets.

7. Arrange materials so identification labels are facing outward to facilitate issues and inventory.

8. Avoid multiple locations for the same item.

HAZARDOUS MATERIAL

Hazardous material includes all types of compressed gases, acids, paints, and materials that present a considerable fire hazard or are otherwise dangerous. Except as indicated below, these materials must be stowed in paint and flammable liquid storerooms.

Compressed Gases

Compressed gases must be stowed on the weather deck or outdoors and fastened securely in a vertical position. Cylinder valves should be protected from accumulations of ice and snow, and the cylinders should be screened from direct rays of the sun.

Acid

Liquid acid, unless classified as a safe material, should be stowed in lead-lined boxes.

SECURITY

Storerooms should be locked when not in use. Ordinarily, only the supply petty officers in charge of a storeroom and authorized assistants have access to the storeroom, and one of them must be present when the storeroom is open. Other persons may be admitted when necessary during receipt or issue of stores.

Access must be given to damage control and fire department personnel in the performance of their duties. Storerooms must be secured so ordinary damage control and emergency equipment can clear the entranceway.

STOCK CONTROL

The primary function of stock control is to ensure that materials are available in the proper amount, at the proper place, and at the proper time. To accomplish

Stock records must be maintained properly to ensure material accountability, location of stock, and other vital information for reports to Navy inventory managers.

STOCK RECORD

- Stock Record Card (NAVSUP Form 766)
- Stock Record Card Insert (NAVSUP Form 768)
- Stock Status and Replenishment Card (NAVSUP Form 767)

- ## Stock Record Card

A stock record card contains the following information:

1. Stock number of material: This can be located in the *Management List-Navy, Master Repairable Item List, Afloat Shopping Guide, Consolidated Master Cross-Reference List, GSA Catalog, or Navy Stock List of Publications and Forms.*
2. Card number: The initial card for each item is card number "1" with each new card for the same item numbered consecutively.
3. Date: The Julian date that the material is issued or received.
4. Document number: The requisition number or invoice number under which the material was received.

Figure 5-12.—Stock Record Card (NAVSUP Form 766).

5. Received from/Issued to: All receipts are entered in red ink; all issues are entered in black ink.

6. Reportable demand: The quantity expended that must be replaced for continued operations.

7. Other issues/receipts: Nonreplenishment issues and receipts; for example, items that are not consumable.

8. Balance: The amount remaining after issues and receipts.

Stock Record Card Insert

A Stock Record Card Insert (NAVSUP Form 768) (fig. 5-13) contains information pertaining to a

particular stock item and serves as an index to the Stock Record Card (fig. 5-12). The information necessary for completing this card is located in various publications mentioned.

Stock Status and Replenishment Card

A Stock Status and Replenishment Card (NAVSUP Form 767) is maintained for each item in stock and serves a dual purpose (fig. 5-14). The left side of the card is used to assemble stock status data preparatory to replenishment action and serves as a historical record of such data. The right portion of the card is divided

UNIT	EA	UNIT PRICE	5.79	LOCATION BUILDING	N0012	FLOOR LEVEL	BAY	BIN OR SHELF	N001	LOW PLANT	6
PACKAGING				SUBSTITUTES							
DESCRIPTION				ITEMS INTER-CHANGEABLE WITH							
BASKET, WASTEPAPER											
QBL	COGL	9G	STOCK NUMBER	00-281-5911	NOMENCLATURE	BASKET	EXHAUSTED	LOW LIMIT	ORDERED	EXCESS	NEW
UNIT	UNIT PRICE	QBL									
<p>TABULATING MACHINE USERS PLEASE NOTE - Print cognizance letter, stock number, and nomenclature in sequence indicated.</p> <p>STOCK RECORD CARD INSERT</p>											
46NVJ093 814753-389											

Figure 5-13.—Stack Record Card Insert (NAVSUP Form 768).

STOCK NO. 1RM1650-00-232-4114AA							STOCK NO. 1RM1650-00-232-4114AA						
ACCOUNT NSA							ACCOUNT NSA						
CARD NO. 2							CARD NO. 2						
STOCK STATUS DATA							STATUS OF EXPECTED RECEIPTS						
REP. PERIOD ENDING	REPORTABLE DEMAND	TOTAL OUTSTANDING	PLANNED RECEIPTS	BALANCE ON HAND	EXPECTED RECEIPTS DUE	REQUIRED ON HAND	DATE	EXPECTED REC'D DOC. NO.	QUANTITY	DATE	RECEIPT DOC.	QUANTITY	BAL. ON ORDER
16/94	16	0	0	20	0	28	4/3/94	6007	28	4/3/94		28	—
29/94	14	0	0	34	0	8	4/8/94	9010	8	4/10/94		8	—
42/94	20	0	0	14	8	38	4/14/94	2100	38	4/20/94		8	30
3/95	26	4	0	0	38	44	5/2/95	3004	44	4/23/94		30	—
16/95	42	6	44	0	44	132							
STOCK STATUS AND REPLENISHMENT CARD (4442)							S/N 0108 - LF - 502 0102						
NAVSUP Form 767 Rev. (8-60)							46NVJ094						

Figure 5-14.—Stock Status and Replenishment Card (NAVSUP Form 767).

into two sections: ordered and received. It serves as a record of replenishment actions and shows the status of all expected receipts.

A Stock Status and Replenishment Card contains the following information on the left side:

1. Stock number: Obtained in the same manner as the stock number on the stock record card.

2. Account: Either APA or NSA, as appropriate.

3. Card number: Obtained in the same manner as indicated for a stock record card.

4. Replenishable period ending: The end of the quarter. The upper number indicates number of the week; the lower number indicates the year; for example, 16/95.

5. Reportable demand: The replenishment demand or amount expended for the preceding period.

6. Total outstanding obligations: Definite obligations for supplying other activities and definite obligations needed for an increase in work load.

7. Planned requirement: Estimated amounts needed to supply other activities and estimated amounts needed for an increase in work load.

8. Balance on hand: The amount remaining in stock after issues.

9. Expected receipts due: Items that are on order.

10. Required or excess: Amount to order or amount in excess of that which is needed (any excess amount is circled). To determine the amount of excess or required material, you may use the following method:

- a. Determine the amount required for the next quarter. Add reportable demand to total outstanding obligations.

- b. Add balance on hand to expected receipts.

- c. Determine the amount by subtracting the second total from the first total. If the second total is greater than the first total, there is an excess. Material should not be ordered.

The following information is provided on the right side (Status of Expected Receipts, Ordered):

1. Date: The Julian date that the requisition was submitted.

2. Expected receipt document No.: The requisition number of the item on order.

3. Quantity: The amount ordered.

The following information is provided on the right side (Status of Expected Receipts, Received):

1. Date: Julian date that the material was received.

2. Receipt document: If different from ordered receipt document number.

3. Quantity: If different from ordered quantity.

4. Balance on order: Amount not yet received. (In case the order has been cut or split, there are four lines per order for this purpose.)

A Stock Status and Replenishment Card is usually placed in the same Cardex File pocket, with and under, the Stock Record Card for a particular item.

Stock Record Card Afloat

A Stock Record Card Afloat (NAVSUP Form 1114 [1C]) is maintained aboard ships operating under manual stock control procedures (fig. 5-15). This form may be prepared by hand or typed according to the format printed on the form. Identifying information must be inserted on the top and bottom lines of the form.

The Stock Record Card Afloat provides for replenishment actions, material receipts, and material expenditures. It also reflects a running balance of stock on hand.

As requisitions are prepared, they are posted to the "requisitions outstanding" block of NAVSUP Form 1114. The Julian date of the requisition, the document number, and the quantity ordered should be entered in the appropriate columns.

High and Low Limits

To ensure that your unit has, at all times, a well-rounded stock of material to sustain operations, you must perform effective stock management.

The terms *high* and *low limits* identify the maximum and minimum levels of stock required to support the mission of your unit.

The high limit of a stock item is synonymous with the requisitioning objective; that is, the safety level, plus the operating level, plus the quantity that is normally required during the ordering and shipping time. A high limit is not assigned to items of stock in quantities of two or less.

9N	5960-00-193-5145 TUBE				EA	60	06302342	D1119	13	10	
COG	STOCK NO. AND DESCRIPTION				U/I	UNIT PRICE	ALLOWANCE PARTS LIST	LOCATION	HIGH LIMIT	LOW LIMIT	
V03864				6	1 R 3/7	1/3/68-					
REQUISITIONS OUTSTANDING				ALL / L QTY	AT	TS HC	EL	URS	INCLUSIVE DATES OF DEMAND	DEMANDS BR. FWD.	FREQ. BR. FWD.
DATE	DOCUMENT NO.	QUANTITY	DATE / DOCUMENT NO.	RECEIPTS	ISSUES	ON HAND	DATE / DOCUMENT NO.	RECEIPTS	ISSUES	ON HAND	
3008	3015	6	3003			6	3100 1503		4	7	
3009	3307	10	3008 0916		6	0					
3012	3579	6	3011 3015	6		6					
			3091 1117		3	3					
			3102 3307	10		13					
			3112 1251		6	7					
			3130 3579	6		13					
			3152 1460		2	11					
COG	STOCK NO. AND DESCRIPTION				U/I	UNIT PRICE	ALLOWANCE PARTS LIST	LOCATION	HIGH LIMIT	LOW LIMIT	
9N	5960-00-193-5145 TUBE				EA	60	06302342	D1119	13	10	

46NVJ095

Figure 5-15.—Stock Record Card Afloat (NAVSUP Form 1114 [1C]).

The low limit of a stock item is the safety level plus the quantity of material expected to be consumed during the order and shipping time. The low limit entry for items in which stock is maintained at two or less is the total quantity. Replenishment is initiated each time an issue is made.

Stock Record Replenishment Review

Stock records are reviewed at the time receipts and expenditures are posted. The balance on hand is checked visually against the low limit. Items approaching or at the low limit are flagged to indicate that replenishment is required at the earliest opportunity. Replenishment requisitions are prepared and submitted to the designated supply point. The material should be ordered in sufficient quantities to bring the material on hand and on order up to the high limit.

Established high and low limits may have to be adjusted from time to time as usage data indicates. Table 5-3 shows an example of how high and low limits are determined.

Table 5-3 is based on a stock item with a past usage rate of 100 each per month.

In addition, when a ship or unit receives orders to deploy, the stock records are reviewed to ensure that stock is replenished as near to the high limit as possible.

Particular attention should be paid to stock records of critical items. They should be flagged appropriately to remind you to review and replenish them frequently. The following categories of items are critical, relative to replenishment review procedures:

- Fast-moving items with lower safety levels than desired because of stowage limitations or shelf life

Table 5-3.—Determining Quantity Levels of Supply

Level of Supply	Months	Appropriate Quantity
1. Safety level	2	200
2. Operating level	6	600
3. Stocking objective (1 + 2)	8	800
4. Order and shipping time	1	100
5. Requisitioning level or high limit (3 + 4)	9	900
6. Low limit (1 + 4)	3	300

- All items that can seriously impair operations if they run out

REQUISITION LOGBOOK

The Requisition Logbook accomplishes two purposes: First, it serves as a ready reference for material on order; and second, it serves as a record of material received. This book should have columns for the requisition number, stock number, nomenclature, quantity ordered, unit price, total cost, date ordered, date received, local supply department requisition number, and amount received. These columns can be varied to meet local needs.

FILES

Piles must be maintained to hold documents that relate to prospective material receipts and which, upon receipt of the material, are used to ease the receiving process. Piles are also required to hold the documents after they are processed to provide records of receipt.

Material Outstanding File

The material outstanding file contains a copy of each procurement document for material and services not yet received. The file also includes, as attachments to individual procurement requests, related documentation, such as follow-ups, supply status, and shipping status.

Material Completed File

The material completed file contains a copy of each procurement document that has been removed from the material outstanding file once the material is received or canceled. It also contains a copy of each applicable receipt document.

NOTE: Because of the volume of business and numerous customers at any supply department, matters requiring follow-up on outstanding requisitions are handled more efficiently when you know the supply requisition number.

INVENTORY

The term *inventory*, as used by Photographer's Mates, applies to the actual number of items physically within the imaging-facility spaces and under the control of the imaging-facility manager or officer.

Inventory aboard ship is necessary to ensure that ships have a well-rounded stock of materials on board to sustain operations for a maximum period of time. To do this, you must maintain effective inventory procedures for all items in stock.

Physical inventories must be performed to verify the accuracy of stock records and to adjust the stock records when discrepancies are found. Briefly, periodic inventories are taken for the following reasons:

- To determine quantities of stock on hand for comparison with stock record card balances
- To determine the difference between actual physical count and stock record card balances
- To verify the causes of these differences
- To provide data to help prevent future discrepancies

The most important aspect of physical inventory is to ensure that material presumed to be in stock is actually present and available for issue when needed. The false security created by an erroneous balance on the stock record card is serious. A zero balance, for instance, may be rectified by timely procurement action; however, when the zero balance is not known and there is a demand for the material, a serious problem exists.

NOTE: When taking inventory in a storeroom, you must use the correct NSN or the count will be posted to the wrong card. To help prevent errors in inventory and issues, you should mark all stock in the storerooms with an NSN. This may be done by placing a stock tag on the bin or drawer front when only one type of material is stowed therein, by fastening a stock tag to the item, or by writing the NSN on the item. It takes a little time to mark stock properly when it is inventoried or received, but it can save you a lot of time later on.

Imaging Equipment and Material

You might think of your responsibilities as a supply petty officer as being a circle formed by a chain with each link representing a specific job. Each link is dependent on others. When the procurement documents are prepared properly, the receiving procedure is relatively simple. As the "storekeeper" for an imaging facility, you are responsible for the receipt, identification, inspection, and distribution of incoming supplies and equipment. Two terms you should

The term *custody* indicates the responsibility for proper care, stowage, and use of Navy material. The manager or officer of the imaging facility is responsible for all supplies stocked in an imaging facility. When the supplies are stowed in storerooms, the photo officer has technical custody of the material. As the supply petty officer, you have actual custody (physical custody) of the material. As such, you have subcustody of materials in the storeroom(s). You are also responsible to the photo officer for its safekeeping.

The term plant property is used to describe Navy-owned real property and other types of property in the care of the Navy.

Class 1—land

Class 3—equipment (other than industrial production equipment)

Class 4—industrial production equipment

As a Photographer's Mate, you will be most concerned with Class 3—equipment. Some examples are typewriters, adding machines, and enlargers. Remember, custody records must be maintained for this material throughout its useful life.

Custody Cards

For each item of controlled equipment requiring custody signature, you must have a Controlled-Equipage Custody Record (4442), NAVSUP Form 306 and NAVSUP Form 460 (figs. 5-16 and 5-17). Both cards are referred to as "custody cards." Each card is signed by the appropriate authority for custody after having sighted the item identified on the card. NAVSUP Form 306 is punched to fit into a three-ring binder. NAVSUP Form 460 fits into the pocket of a Cardex File.

The original and at least one copy of the custody card is prepared for each item of equipment requiring

Figure 5-17.—NAVSUP Form 460.)

custody signature. The original is maintained by the supply officer or the department head. When the supply officer maintains the original, the department head usually signs the custody card. Most imaging units have the original custody cards maintained by the department head, and the originals are signed by the division officer assuming subcustody.

Duplicate copies of custody cards are usually maintained by the supply petty officer for subcustody purposes. When an item of equipment is issued to a crew member or subcustody, the crew member must sign the duplicate copy of the custody card. Equipment that is installed permanently, such as enlargers and processors, should be issued on subcustody to the petty officer in charge of the work section where the equipment is located.

The duplicate copy of the custody card is also used for inventory purposes. The card must be signed by the person conducting the inventory. The original custody card needs to be signed only once by the person having custody of the item. The original custody card should not be signed each time an inventory is conducted; however, the original custody card must be signed by the relieving authority after sighting the item.

Inventory of Controlled (Custody) Equipage

All items of controlled equipage must be inventoried. The frequency of controlled-equipage inventory is at the discretion of each individual command; however, inventories of controlled equipage are required when any of the following situations occur:

- The ship, station, or unit is commissioned, inactivated, or reactivated.
- The department head is relieved or transferred.
- Upon change of command, at the discretion of the relieving commanding officer.

NOTE: Although not specifically required, an inventory should be conducted whenever the imaging-facility manager, photo officer, or supply petty officer is relieved or transferred.

A Controlled-Equipage Custody Record (4442), NAVSUP Form 306 or NAVSUP Form 460, should be used to conduct the controlled-equipage inventory. Each article should be sighted and inspected for serviceability by the person making the inventory.

When an inventory is conducted, articles should be identified and verified by serial number or plant-account number.

As the inventory progresses, the person conducting the inventory signs the custody record acknowledging custody or inventory, as appropriate, of all the items sighted. Equipage inventories must be completed within 30 days after it has begun. When taken jointly by the department head being relieved and the relieving department head, for example, the inventory must be completed before the outgoing department head detaches from the activity.

Once the equipage inventory is completed, the department head must submit a letter to the commanding officer with a copy to the supply officer. Whenever possible, the letter should be a joint report from both the relieved and relieving department head with both signatures. The report should include the following information:

- The department equipage inventory has been completed.
- All requests for surveys that are submitted for shortages and unserviceable items found during the inventory.

Any shortages or unserviceable items found during the inventory must be identified in a **Report of Survey** (DD Form 200) or **Missing, Lost, Stolen, or Recovered Government Property** (OPNAV Report 5500-1), as appropriate.

MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY

The Navy recognizes the importance of maintaining statistics to determine where, when, and how Navy property became missing, lost, or stolen. Based on this premise, Missing, Lost, Stolen, or Recovered (MLSR) Government Property Reports must be submitted to proper authorities within the Department of the Navy. The ultimate goal of the MLSR program is to improve the physical security of the Navy program. The Chief of Naval Operations (CNO) is responsible for the policy of MLSR, and the Director, Naval Criminal Investigative Service (NAVCRRIMINVSERV), is responsible for the management of the program. Commands must report all MLSR incidents and describe the circumstances accurately to ensure the success of the MLSR program.

The anticipated benefit is significant improvement in both ship and shore physical security programs. Reporting of these incidents by MLSR is independent of requesting investigative assistance by NAVCRIMINSERV.

Details of the MLSR program are provided in *Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property*, SECNAVINST 5500.4. Senior Photographer's Mates, imaging-facility managers, and Navy officers should become thoroughly familiar with this instruction.

IMAGING EQUIPMENT INCLUDED UNDER THE MLSR PROGRAM

Because of the nature and expense of imaging equipment and some supplies, most materials used in imaging facilities are included in the MLSR program. The following categories are covered specifically and MLSR reports must be made when items in these categories are missing, lost, stolen, or recovered:

1. Controlled equipage. These items require special attention and control because they are valuable and can easily be converted for personal use. Cameras and lenses are prime examples of controlled equipage.
2. Plant account property, both major and minor.
3. Items that have been stolen or suspected of being stolen with a replacement cost greater than \$100.

An MLSR report should be prepared on DD Form 200, Financial Liability Investigation of Property Loss, for equipment that is missing from your command (fig. 5-18). Materials and equipment that are suspected of being lost, stolen, or damaged beyond economical repair in shipment should be reported on SF-364, Report of Discrepancy, and SF-361, Transportation Discrepancy Report, respectively. Complete details for preparing these reports are provided in SECNAVINST 5500.4.

SURVEYS

A survey is the procedure required for Navy property (except incoming shipments) that is lost, damaged, or destroyed. The purpose of a survey is to determine responsibility and to determine the actual monetary loss to the government. The facts surrounding the loss or damage must be researched thoroughly. This research should not be limited to simply verifying statements of the parties involved. The research must be broad enough to ensure that the

interests of the Navy, as well as the rights of individuals, and Navy activity(ies) concerned are protected. A review is required to prove or refute statements of the persons involved and to place responsibility.

If you are ever involved in a survey report or investigation, refer to *Afloat Supply Procedures*, NAVSUP Publication 485, and *Supply Ashore*, NAVSUP Publication 1, Volume II, for specific information regarding your rights and responsibilities.

SURVEY PROCEDURES

The Financial Liability Investigation of Property Loss, DD Form 200, should be used to document the report of survey and to certify the survey process when government property is lost, damaged, or destroyed. DD Form 200 also serves to adjust the physical inventory on hand with the accountable record.

DD Form 200 should be initiated by the officer responsible (accountable) for the property in question. This officer is required to perform an inquiry and to complete blocks 1 through 11 of DD Form 200. As a minimum, the inquiry should identify the following:

- Who was involved?
- What happened?
- Where did it happen?
- When did it happen?
- How did it happen?
- Is there evidence of negligence, willful misconduct, and deliberate unauthorized use or disposition of the property?

Once the responsible (accountable) officer has completed the inquiry, DD Form 200 must be sent to the appointing authority for review. The review by the appointing authority will include, as a minimum, the following actions:

- Review and evaluate the existing property protection procedures.
- A determination as to whether the procedures prescribed comply with regulations.
- A determination as to whether negligence or abuse is evident.

PRIVACY ACT STATEMENT				(*) MLSR 1992/001	
AUTHORITY 10 USC 136, 10 USC 2775, DOD instruction 7200.10, EO 9397		ROUTINE USES None		DISCLOSURE Voluntary, however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.	
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DOD controlled property. The purpose of soliciting the SSN is for positive identification.					
1. DATE INITIATED (YYMMDD) 92 MAR 01		2. INQUIRY/INVESTIGATION NUMBER NOT APPLICABLE		3. DATE LOSS DISCOVERED (YYMMDD) 92 MAR 01	
4. NATIONAL STOCK NO. 7H	5. ITEM DESCRIPTION POWER SUPPLY	6. QUANTITY 1 EA	7. UNIT COST \$ 10,000.00	8. TOTAL COST \$ 10,000.00	
5805-01-062-4362		S/N 0072			
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)		XX LOST		DAMAGED DESTROYED	
Loss discovered during scheduled DLR inventory on 92061. An inventory loss adjustment was posted on 92063 and research was completed on 92065. Receipt documentation and proof of shipments were analyzed with no discrepancies found. A physical check of old location (see attached details)					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Cause not specifically identified, but a special review of work center sampling will be conducted within 30 days. (*) NCISRA Naval Station notified 04 MAR 92, declined investigation of inventory loss					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) R52707 (CG-32) USS WILLIAM H. STANDLEY FPO AP 96678-1155		b. TYPED NAME (Last, First, Middle Initial) Martinez, Richard, SKC, LCP		c. AUTOVON/DSN NUMBER 564-3580	
		d. SIGNATURE		e. DATE SIGNED 3/06/92	
12. (X one)		RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) X		REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)	
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED (X one)		b. COMMENTS / RECOMMENDATIONS			
(1) Yes X (2) No					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) R52707 (CG-32) USS WILLIAM H. STANDLEY FPO AP 96678-1155		d. TYPED NAME (Last, First, Middle Initial) Davis, Larry C. ENS, SC, USN		e. AUTOVON/DSN NUMBER 564-3581	
		f. SIGNATURE		g. DATE SIGNED 3/06/92	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one)		b. COMMENTS / RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)	
X (1) Approve				(1) Yes X (2) No	
(2) Disapprove					
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) R52707 (CG-32) USS WILLIAM H. STANDLEY FPO AP 96678-1155		e. TYPED NAME (Last, First, Middle Initial) Landers, Coleman, CDR, SC, USN		f. AUTOVON/DSN NUMBER 564-3600	
		g. SIGNATURE		h. DATE SIGNED 3/08/92	
14. APPROVING AUTHORITY					
a. ACTION (X one)		b. COMMENTS / RATIONALE (*) CNO (N09N1) NAVSURFWARCEMDIV, CRANE (3046)		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)	
X (1) Approve				(1) Yes X (2) No	
(2) Disapprove					
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) R52707 (CG-32) USS WILLIAM H. STANDLEY FPO AP 96678-1155		e. TYPED NAME (Last, First, Middle Initial) Johnson, Charles B. CAPT., USN		f. AUTOVON/DSN NUMBER 564-3601	
		g. SIGNATURE		h. DATE SIGNED 3/10/92	

DD Form 200, FEB 91 Previous editions are obsolete. S/N 0102-LF-911-3100

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Figure 5-18A.—DD Form 200 (front).

15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			
(*) Information assigned by activity security office			
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY	
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. AUTOVON/DSN NUMBER	
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYMMDD)</i>	i. DATE APPOINTED <i>(YYMMDD)</i>	
	j. SIGNATURE	k. DATE SIGNED	
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>			
<input type="checkbox"/> (1) Submit the attached statement of objection. <input type="checkbox"/> (2) Do not intend to make such a statement.			
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER	
	g. SIGNATURE	h. DATE SIGNED	
f. AUTOVON/DSN NUMBER			
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
R52707-2069-8126			
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> R52707 (CG-32) USS WILLIAM H. STANDLEY FPO AP 96678-1155	c. TYPED NAME <i>(Last, First, Middle Initial)</i> Douglas, Charles B. LCDR, SC, USN	d. AUTOVON/DSN NUMBER 564-4400	
	e. SIGNATURE	f. DATE SIGNED 3/10/92	

DD Form 200 (Back), FEB 91

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Figure 5-18B.—DD Form 200 (back).

- A determination of the cause or probable cause, of the discrepancy.
- Recommended actions to minimize recurrence.

FURTHER INVESTIGATION

When circumstances warrant, such as an indication of criminal action or gross negligence, the commanding officer may appoint a financial liability officer or a financial liability board to investigate the circumstances of the lost, damaged, or destroyed property. The criteria for appointing a financial liability officer or financial liability board to conduct a formal investigation is as follows:

- It must be recommended by the responsible (accountable) officer.
- It must be directed by higher authority.
- It must be deemed appropriate by the appointing authority.

A criminal investigation must be initiated when research reveals there is evidence of theft. The NAVCRIMINVSERV must then be notified to initiate criminal proceedings. The legal officials and the commanding officer of the member must be consulted before any statement is taken from a person suspected of violating the Uniform Code of Military Justice (UCMJ).

When appointed, the financial liability officer is appointed and works with the responsible (accountable) officer to gather and document the facts and circumstances of the gain or loss. The financial liability officer is usually a commissioned officer, warrant officer, or enlisted member in paygrade E8 or E9. An individual who is responsible (accountable) for the items of property in question cannot be appointed as the financial liability officer. Additional research should include, as a minimum, the following actions:

- Review the procedures to protect property for accuracy.
- Determine whether normal procedures were complied with.
- Determine the nature of personal responsibility, if any.

- Recommend corrective action.

Incidents that require further investigation of particular interest to Photographer's Mates are as follows:

- Sensitive items, such as reclaimed silver, regardless of value
- Classified items, regardless of value
- Pilferable items when the extended dollar value of a line item discrepancy is \$750 or more
- Controlled equipment that is missing

Further research should be conducted to do the following:

- Relieve the person responsible (accountable) for the items in question.
- Substantiate adjustment of stock records.
- Identify problem areas.
- Determine corrective action.

The financial liability officer should conduct the review as quickly as possible. If there is a delay of 45 days or more, the financial liability officer must inform the appointing authority, in writing, of the reason(s) for delay.

After completing the investigation, all copies of the report, and attachments thereto, must be returned to the appointing authority or the reviewing authority (normally the commanding officer). The financial liability officer is not relieved from this detail until final action is taken. The appointing authority may agree or disagree with the findings and recommendations presented. When the appointing authority agrees with the report and there is no personal liability noted or recommended, block 13 will be signed and the report forwarded to the approving authority. When the appointing authority does not agree or there is suspicion of personal liability, then separate recommendations are made and the report is forwarded to the approving authority.

The approving authority may approve the findings of the financial liability officer or make recommendations. When the approving authority does

not approve the report, a financial liability board may be appointed.

WHEN FURTHER RESEARCH ACTION IS NOT REQUIRED

Additional research action is not required, beyond preliminary research, into the circumstances of the loss, damage, or destruction of government property by discretion of the commanding officer for the following reasons:

- Negligence is not indicated.
- Negligence or responsibility cannot be determined for reasons that are already known.
- Research is an unnecessary administrative burden.
- There is no death or injury.
- The total property loss, damage, or destruction does not exceed \$200.

- There is no possible claim against the government.

Research action is not usually required when an individual accepts responsibility for the loss, damage, or destruction of government property and offers reimbursement.

The commanding officer may authorize the supply officer to approve surveys of Navy Stock Fund material in the amount of \$10,000 or less. The commanding officer is responsible for all reports of survey and is the approving authority for most Reports of Survey. The commanding officer may approve the final recommendation(s) by inserting "Approved" in block 14 of DD Form 200. Copies of Reports of Survey exceeding \$100,000 must be forwarded to the type commander for final approval. DD Form 200 must be forwarded to higher authority when it lists property for which the commanding officer is personally responsible.

When the commanding officer is not authorized to take final action or for any reason desires to forward the report to higher authority, he or she should make suitable recommendations and forward the report.

